

## **Appendix 12**

### **National Multi-Agency Coordinating Group National Interagency Fire Center Operations Plan April 5, 2004**

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USDA Forest Service  
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National Weather Service  
Fire Weather Program Manager

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Mike Dougherty  
Federal Emergency Management Agency-  
United States Fire Administration

**National Multi-Agency Coordinating Group  
National Interagency Coordination Center  
Operating Plan  
April 5, 2004**

**Working Agreements:**

- ❖ Weather and situation briefings will begin promptly at 0815. 1600 weather and situation briefings will be held when in Preparedness Level IV and V.
- ❖ National Multi-Agency Coordinating (NMAC) Group meetings will last no longer than one hour (normally) and will be convened by the NMAC Chair.
- ❖ The NMAC Coordinator will be the NICC Manager or acting.
- ❖ The NMAC Coordinator will be the meeting facilitator.
- ❖ The NMAC Coordinator will keep the meeting on schedule, ensure closure on issues, and assure that decisions are accurately documented.
- ❖ Adequate coordination/information sharing should take place to ensure issues are presented in a clear and concise manner.

The NMAC Group will make all strategic decisions on incident priorities for support, when necessary. Their authorities are:

- Provide oversight of general business practices between NMAC and the GMACs.
- Establish priorities among the Geographic Areas.
- Direct, control and allocate or reallocate resources among or between Geographic Areas to meet NMAC priorities.
- Implement decisions of the NMAC.

- ❖ The NMAC Chair will rotate among the agencies with fire management responsibilities. If an agency is unable to fill the Chair, the responsibility will rotate to the next agency. The next agency in the rotation will act as the Deputy Chair. In the case of an acting in the Chair position, the Chair responsibilities will rotate to the Deputy or the next primary member in attendance. This is a two year rotation. The rotation is as follows:

NASF  
BLM  
BIA  
FS  
FWS  
NPS

- ❖ Correspondence giving direction to geographic areas will be signed by the NMAC Chair. Information correspondence will be signed by the NMAC Coordinator.
- ❖ NMAC members will be assigned as a liaison to the NIFC External Affairs Group. As appropriate the liaison will brief the External Affairs Group immediately after the NMAC meeting. The liaison will rotate on a weekly basis.
- ❖ On a weekly basis (when required) an NMAC member will be designated as the media spokesperson. The weekly rotation will follow the same order as the rotation for NMAC Group Chair.
- ❖ NMAC members will be assigned as a liaison to a specified Geographic Area. In some cases, an NMAC member may be assigned to more than one Geographic Area. Geographic Area liaisons are as follows:

**Alaska, Eastern Area** – Don Artley (National Association of State Foresters)  
**California** – Mike Dougherty (Federal Emergency Management Agency – United States Fire Administration)  
**Great Basin** – Tom Boatner (Bureau of Land Management)  
**Northern Rockies** – Sue Vap (National Park Service)  
**Northwest** – Lyle Carlile (Bureau of Indian Affairs)  
**Rocky Mountain, Southern Area** – Phil Street (Fish and Wildlife Service)  
**Southwest** – Alice Forbes (Forest Service)

### **Meeting Attendance and Participation:**

The meeting is comprised of two parts. The first is a weather and situations information update. Participants include the NMAC Group, other key people on base such as Public Affairs, Aviation, Contracting, Cache Manager, Communications, visiting officials and other NIFC employees as space allows. About 20 minutes is scheduled for a weather and fire situation briefing.

Ten minutes after the briefing, the NMAC group will convene. The NMAC Group Meeting is limited to the NMAC Group members and other invited guests. Time is allowed to identify

issues and share essential information. Significant issues should be brought to the attention of the NMAC Coordinator prior to the meeting to facilitate the discussion and ensure the issue is briefly, but clearly, stated.

**NMAC Group Members:**

Bureau of Indian Affairs Fire Director  
Bureau of Land Management Fire Operations Manager  
Fish and Wildlife Service Fire Director  
Forest Service Operations Director  
National Association of State Foresters' Fire Director  
National Park Service Fire Director  
United States Fire Administration

Other attendees will be authorized by the Directors, eg

National Weather Service (NWS) Meteorologist-in-Charge or designated NWS Representative  
External Affairs  
General Services Administration (GSA) (as appropriate)  
Military Liaison (as appropriate)  
Aviation Management (AMD, USDA-FS, BLM) (as appropriate)  
International Liaison (as appropriate)

**Objectives of Meeting:**

- Identification/resolution of issues (proactive).
- Allocate scarce resources.
- Provide/recommend direction to GMACs.
- Determine need for Contingency Plans as appropriate.
- Set priorities.

**MAC Group Decision Model:**

Depending on the situation any of the following models may be used/selected.

- ❑ 1: Make a collaborative decision and assign responsibility/expectation (estimated date).
- ❑ 2: Delegate a decision with expectations to a NMAC member, the Coordinator, or staff.
- ❑ 3: Defer decision for consideration at a later date (e.g. defer for more information or defer for further development of fire situations).
- ❑ 4: Determine that the issue is outside the scope of our responsibility. Defer issue to appropriate organization or individual.

NOTE: It is the assigned staff member's or Group's responsibility to track assigned actions/deferred decisions to completion and to notify/involve the Group as appropriate.

**National Multi-Agency Coordinating Group  
National Interagency Fire Center**

**Meeting/Briefing Agenda**

(Open Meeting)

**Topic**

- Introductions
- Weather Briefing (8-10 minutes)
- Fire Situation Briefing (8-10 minutes)
- End of Open Meeting

**Discussion Leader**

NMAC Coordinator  
Staff Meteorologist  
NMAC Coordinator

**Meeting/Briefing Agenda**

(Closed Meeting)

**Topic**

- Issue Identification [Query Group for other pertinent information or emerging issues] (8-10 minutes)
  
- NMAC Group Issues -
- Resource Availability/Shortages
- Review of last meeting action items
- Establish Priorities/Discussion 1/
- Allocate Scarce Resources 1/
- Verification of Preparedness Level
- Other Issue Resolution 2/
- VIP Tours/Interface
- Review Meeting Decision/Actions and initiate follow-up action as may be appropriate

**Discussion Leader**

NMAC Coordinator

NMAC Coordinator  
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NMAC Coordinator  
NMAC Group  
NMAC Group  
NMAC Group  
NMAC Group  
NMAC Group  
NMAC Coordinator

1/ MAC Coordinator will summarize for record within 48 hours.

2/ Person raising issue will lead discussion and briefly summarize any decision made for recorder.

**Communications to the Field**

Communications of NMAC decisions will be via the dispatch/coordination system or by agency correspondence channels as appropriate. Information will be either e-mailed or faxed. Geographic Area Coordinators will be sure and notify area MAC groups or Geographic Area Coordinating Groups of NMAC information and decisions. As appropriate, this information will also be posted to the web site.